



2011 Grant Solicitation Workshop

Office of Justice Programs

South Carolina Department of Public Safety





Juvenile Justice Grant Programs Grant Solicitation Workshop





OJP Staff

Juvenile Justice Section

- **Burke Fitzpatrick- OJP Administrator**
- **Bonnie Burns- Manager**
- **Cheryl Anderson- Program Coordinator/Jail Compliance Monitor**
- **Ginger Dukes – Program Coordinator**



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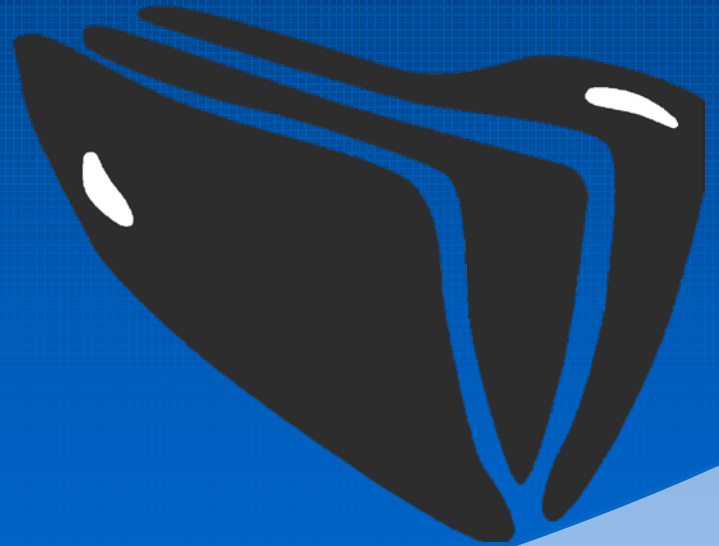
- **CRIMINAL JUSTICE GRANT PROGRAMS**
- **VICTIMS OF CRIME GRANT PROGRAMS**
- **JUVENILE JUSTICE GRANT PROGRAMS**
- **STATE JUSTICE STATISTICS PROGRAM**

Workshop Objectives

- Provide information on Juvenile Justice Grant Programs.
- Present 2011 Funding Priorities.
- Key information we look for in applications.
- Provide user information on our Grant Management Information System (GMIS).
- Provide Technical Assistance today and after workshop.

***Your
Workshop
Folder
Contains***

...



OFFICE OF JUSTICE PROGRAMS

Official website:



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NEW -- For all sub-grantees: [Procurement Procedures have changed effective January 1, 2008.](#)

[5th Annual Drugs of Abuse Conference - Myrtle Beach, December 2 - 4](#)

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[Solicitation for Public Comment on the Justice Assistance Grant \(JAG\) Program](#)

[NIJ Graduate Research Fellowship Application](#)

 Criminal Justice

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New -- [The 2009 Grant Solicitation Workshop for Criminal and Juvenile Justice Grant Programs](#)

NEW -- [Justice Assistance Grant Program State Strategy 2008-2011](#) (MS Word)

NEW -- [Bulletproof Vest Partnership \(BVP\) Program 2007 Awards announced](#)

NEW -- [1033 Program for Law Enforcement](#)- (PDF)
Contact State Coordinator Ronald Cathey at 803-737-2998 for details.

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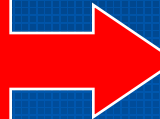


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Address:

SCDPS Main Address:

*Post Office Box 1993
Blythewood, SC 29016*

SCDPS Street Address:

*10311 Wilson Boulevard
Blythewood, SC 29016*

THE 3 JUVENILE JUSTICE FUNDING STREAMS

- *Juvenile Accountability
Block Grant (JABG)*
- *Formula*
- *Title V Local
Delinquency Prevention*

***JUVENILE
ACCOUNTABILITY
BLOCK GRANT
(JABG) PROGRAM***

***2011 total is expected to be
\$700,000***

Eligible Applicants Are:

- **State agencies**
- **Cities, counties, towns**
- **Private nonprofit agencies**

PROGRAM AREAS

- A cash match of 10% of total program cost is required (for construction, the match rises to 50%)
- Programs will only be funded within the designated priority

PRIORITY PROGRAM AREA:

- **#1 Graduated Sanctions**
- **#3 Court Staffing and Pretrial Services**
- **#12 Risk and Needs Assessment**
- **#16 Detention/Corrections Personnel**
- **#17 Reentry**

IMPORTANT JABG DATES

- Applications due December 10, 2010, 5:00 p.m.
- Grant period will be April 1, 2011 to March 31, 2012
- Award/denial announcements mailed March 2011

JJ FORMULA GRANT PROGRAM

**FFY2011 Total =
Approximately
\$600,000**

ELIGIBLE APPLICANTS

- **Units of General Local Government (Counties, Cities, Towns)**
- **Private, Non-Profit Agencies**
- **State Agencies**

ELIGIBLE PROGRAM AREAS

Within the 35 federal program areas, four will be eligible for funding:

- Jail Removal
- Alternatives to Detention
- Systems Improvement
- Disproportionate Minority Contact (DMC)
(including detention alternatives,
prevention/early intervention, diversion)

#17 Jail Removal

- **Programs, research, or other initiatives to eliminate or prevent the placement of juveniles in adult jails and lockups, as defined in Section 223(a)(13) of the JJDP Act.**

#17 Jail Removal

➤ Goals:

- eliminate the number of juveniles detained longer than six hours in adult jails
- be in compliance with the Jail Removal requirement
- have a reduced rate of minority youth in secure detention
- eliminate the number of status offenders securely detained

#02. Alternatives to Detention

> Increase alternatives to secure detention, such as:

- Home confinement**
- Electronic monitoring**
- Attendant care/holdover centers**
- Day/evening reporting centers**
- Case management/Advocates**
- Residential Alternatives**

#02. Alternatives to Detention

■ Goals are:

- To reduce the average daily population in secure detention
- To reduce the average length of stay
- To reduce the number of youth who re-offend

Detention Reform: Benefits

Impacts 3 core requirements of the JJDP Act:

- **Jail Removal**
- **Disproportionate Minority Contact**
- **Deinstitutionalization of Status Offenders**

Detention Reform: Benefits

- More cost efficient
- Lower re-arrest rates
- Lower failure-to-appear rates
- Less overcrowding
- Less negative peer association
- More positive time with family/community

Model Detention Alternatives Programs

Home or Community Detention

- May also use electronic monitoring
- Average cost is \$10 per day
- 90-95% of youth remain arrest free
- Curfew, behavioral contracts
- Phone checks, face-to-face contacts, unannounced home and school visits

Model Detention Alternatives Programs

Day and Evening Reporting Centers

- 6-12 hours of daily supervision/activities
- Cost is \$32-\$35 per day
- 90% of youth remain arrest free and appear in court
- May also use electronic monitoring
- May also use nonsecure residential placement

Model Detention Alternatives Programs

Shelter Program

- Staff secure, residential
- Cost is \$90-\$130 per day
- 24-hour staff
- Includes recreation tutoring, life skills training

Model Detention Alternatives Programs

Foster Care

- **Supplements other programs**
- **24-hour staff**
- **Specially trained foster parents;
access to resources for help**
- **Target is younger children, girls**

Priority consideration will be given if:

- **Letter of support from a Family Court judge**
- **Letter of support from local law enforcement agencies**
- **Jurisdictions who request technical assistance from and work closely with the Children's Law Office**

Detention Reform

Applications for Formula and JABG Programs

- **Must** include a letter of support from local law enforcement agencies and a judge
- Law enforcement should be involved at the beginning
- DJJ and Solicitor's Office support is also important

#19 Juvenile Justice System Improvement

- Programs, research, and other initiatives to examine issues or improve practices, policies, or procedures on a system-wide basis (e.g., examining problems affecting decisions from arrest to disposition and detention to corrections).

#19 Juvenile Justice System Improvement

- Improving the process of detention, including:
 - ✓ the decision to detain or release
 - ✓ the length of stay
 - ✓ training for system personnel

#19 Juvenile Justice System Improvement

➤ Goals are:

- ✓ To reduce the average daily population in secure detention
- ✓ To reduce the average length of stay
- ✓ To reduce the time between initial court appearance and disposition

#10 Disproportionate Minority Contact

- Programs, research, or other initiatives primarily to address the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system, pursuant to Section 223(a)(22) of the JJDP Act.

#10 Disproportionate Minority Contact

➤ Goals:

- identify whether minority juveniles are disproportionately detained or confined in secure facilities
- provide a complete assessment of why disproportionate minority confinement exists
- provide an intervention plan that seeks to reduce the disproportionate confinement of minority juveniles in secure facilities

IMPORTANT DATES

- **Formula Applications due
March 11, 2011, 5:00 p.m.**
- **Award/denial announcements
mailed August 2011**
- **Grant period begins October 1,
2011**

Title V Local Delinquency Prevention

**FY2011 total is expected to be
\$85,000**

Eligible Applicants Are:

**Units of general local
government (Cities, counties,
towns)**

*The communities will be
required to form a
Prevention Policy Board*

*The applicant community
must be certified as
compliant with the JJDP
Act core requirements*

The application must include a three-year plan describing the extent of risk factors identified in the community and how these risk factors will be addressed.

IMPORTANT DATES

- Title V Applications due
March 11, 2011, 5:00 p.m.
- Award/denial announcements
mailed August 2011
- Grant period begins October 1,
2011

COMPLETING YOUR APPLICATION



Things to keep in mind

- Review grant rules and guidelines before beginning.
- Applicants are encouraged to take advantage of technical assistance.
- Remember: You are writing months in advance.
- Some grant application dollar amounts are reduced during review process.

Application Review Criteria

- **Design quality of proposal**
- **Areas of greatest need**
- **Previous funding performance**
- **Effective use of resources**
- **Requested grant amounts**

PROBLEM STATEMENT

- Identify and clearly define problem
- Extent of problem based upon facts, statistics, a needs assessment
- Identify existing efforts, and current resources to deal with problem
- Data includes the most current available
- Data is specific to the area served



NEEDS ASSESSMENT

- Outlines how needs were determined
- Lists sources of data and information

PROJECT DESCRIPTION

- What is Broad Goal of the project?
State the ultimate outcome of the project and expected result
- What is the Specific Plan?
State the tasks and activities to achieve the goal of the project



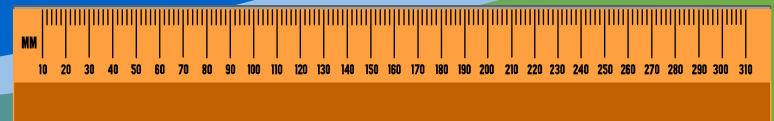
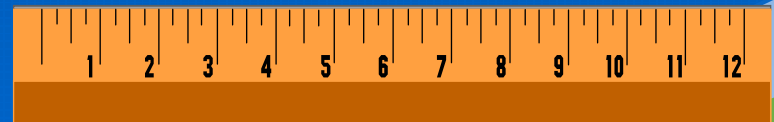
PROJECT OBJECTIVES

- Specify the kind and amount of change you expect the project accomplish
- Some must be OUTCOME oriented
- Some should be PROCESS oriented



PERFORMANCE INDICATORS

- There must be one performance indicator to match each objective
- Tell the reader how each objective will be measured
- Tell who will gather the data, from what sources, and how often



PROJECT CONTINUATION POTENTIAL

- How will the project pursue independence from the grant funding source?
- Funding is available for a maximum of three years



SERVICE DELIVERY AREA

- Population to be targeted
- Geographical area?
- Demographic characteristics?
- Provide road map



PROJECT ABSTRACT

- Brief and concise paragraph
- Giving a lot of information in a few words
 - WHO is involved?
 - WHAT is the purpose?
 - HOW many?
 - WHERE will project be implemented?
 - WHEN – hours of operation?



Implementation Schedule

Page 13

Implementation Tasks	Person Responsible	Implementation Proposed (Proposed Quarters)				Implementation Actual Time Frame (Actual Dates)				
		1st	2nd	3rd	4th	1st	2nd	3rd	4th	Date
		Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	Qtr	
Hire Personnel	Project Director	X								
Purchase Equipment	Project Director	X								
Attend Training	Investigator	X	X	X	X					
Conduct Investigations	Investigator	X	X	X	X					
Conduct Officer Training	Investigator	X	X	X	X					
Public Presentations	Investigator	X	X	X	X					
Inter-Agency Coordination Meetin	Investigator	X	X	X	X					
Compile/submit semi-annual Prog	Invest/Project Director	X	X	X	X					
Compile/submit Annual Evaluation	Invest/Project Director				X					
<input type="button" value="Add New"/>										

The implementation schedule is intended to give our office a proposed list of activities planned, when they are to be implemented, and the person responsible. Exact dates are not necessary in the "Implementation Proposed Time Frame" section. Please use an "X" to denote which quarter you plan to implement the activity. This schedule will be used to reflect the actual activities, dates, etc. in the "Implementation Actual Time Frame" section when the grant project is monitored.

APPLICATION REVIEW AND EVALUATION PROCESS

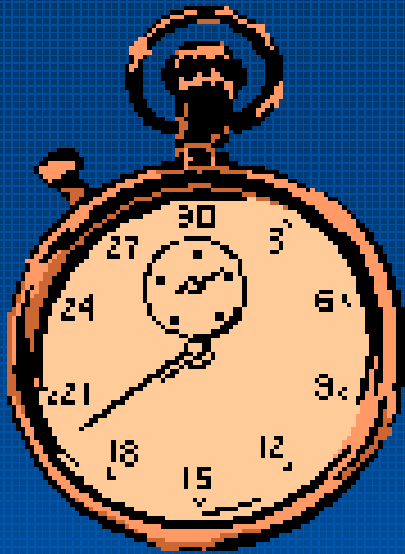
- Governor's Juvenile Justice Advisory Council (GJJAC) Grants Committee score the applications
- JJ staff review for compliance with state and federal programmatic and financial guidelines
- The entire GJJAC reviews the resulting recommendations
- The Public Safety Coordinating Council reviews and approves GJJAC recommendations
- Grant award letters are forwarded to the Governor's Office for signature

APPLICATION REVIEW CHECK LIST



- Indicate program area applying for
- Check budget figures
- All sections completed
- Objectives and Performance indicators correspond
- Data is most current available
- Private, non-profit applicants must attach a letter from a local unit of government denying funding





00:00

BREAK TIME!
10 MINUTES, PLEASE



Grant Management Information System (GMIS)

Office of Justice Programs



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- www.scdps.org/ojp
- Go to “Quick Links”

[Click on “GMIS Login”](#)



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Welcome to the Office of Justice Programs website

NEW -- [Announcing the 2010 Justice Assistance Grant \(JAG\) and Juvenile Justice Grant Solicitation Workshop on November 4, 2009 in Sumter, SC](#)

NEW -- Upcoming Conference:
[Investigating and Prosecuting Criminal Gangs in South Carolina, Columbia, SC...October 28, 2009](#)

NEW -- [Sixth Annual SC Drugs of Abuse Conference December 2-3, 2009](#)

NEW -- [Justice Assistance Grant \(JAG\) Program Direct Award \(Local Jurisdictions\) Allocation List](#).
For more information go to:
<http://www.ojp.usdoj.gov/BJA/recoveryJAG/recoveryjag.html>

[Juvenile Justice Recovery Act Funding](#)

[Recovery Act Provides \\$50 Million for ICAC Grant Programs](#)

[The 2009 National Forum on Criminal Justice and Public Safety](#)

[New Federal Direct Grant Opportunities](#)

■ Criminal Justice

[Justice Assistance Grant Program State Strategy 2008-2011](#) (MS Word)

[1033 Program for Law Enforcement](#)- (PDF)
Contact State Coordinator Ronald Cathey at 803-896-7628 for details.

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([Office of Justice Programs](#); [Office of Highway Safety](#))

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Enter the Email address and password you wish use to access the Grant Management System.

E-mail Address

Password

Agency Name

Phone

Registration Confirmation



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Log-on Screen *(new & existing users)*



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Login Name: 2010applicant@hopecountysheriff.org

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[Grant#](#)

[Application #](#)

[Status](#)

[Department](#)

[Grantor](#)

[Match](#)

[Total](#)

[Submitted](#)

Select [New Application](#) to add a Grant to this Masterlist.



Select application/program



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Please select an application to create...

Formula Grant Program 2011



New Application



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Help
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Master List
Logout

<u>Grant#</u>	<u>Application #</u>	<u>Status</u>	<u>Department</u>	<u>Grantor</u>	<u>Match</u>	<u>Total</u>	<u>Submitted</u>	
	T09146	Edit - Not Submitted	Formula Grant Program 2011					

Select the folder icon (far right each line) to work on that item.

Temporary
grant #

Select the folder icon (far right
each line) to work on that item

Opened Folder (summary screen)



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Formula Grant Program 2011

Grant Number:

Application Number:

T09145

Version:

Original



Create Revision

County:

RICHLAND

Begin Date:

7/1/2009

Ending Date:

6/30/2010

Project Title:

Gang Investigator

Submitted Date:

Attachments:

0



Training Requests [0]

Edit Application

Submit Application

Application Entry



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STATE OF SOUTH CAROLINA DEPARTMENT OF PUBLIC

Office Of Justice Programs

Formula Grant Program 2011

FOR STATE FUNDING AGENCY (SFA) USE ONLY

Grant

App # T09145

Award Date:

Prior Grant

#2

#3

#4

Federal Fiscal Year:

Fund Year:

Program Area:

To Be Completed by Project Director

Section 1

County Name: 40 - RICHLAND

Section 2

Grant Period:

Begin: 7/1/2009

End: 6/30/2010

Section 3

Project Title: Gang Investigator

Section 4

Application Entry continued

Section 7

FEIN: 123456789

FEIN:

Agency Name: Sample County Sheriff's Office

Address: 100 Law Enforcement Lane

City: Sample

State: South Carolina

(Please use the Name/Address above instead of this field)

AM [Check spelling](#)

Name and Address of Implementing Agency

10 Digit Zip: 29000-1234

(Area) Phone #: 803-555-4444

(Area) Fax: 803-555-2222

COMPLETE PAGES 2&3 BEFORE COMPLETING THIS SECTION

Section 8

BUDGET

Use whole dollars only (For example: \$1,500 not \$1,500.00)

a. BUDGET CATEGORIES

GRANTOR

AGENCY MATCH

TOTAL

Personnel	\$29,036	\$9,679	\$38,715
Contractual Services	\$0	\$0	\$0
Travel	\$6,045	\$2,015	\$8,060
Equipment	\$28,275	\$9,425	\$37,700
Other	\$5,295	\$1,765	\$7,060
TOTAL:	\$68,651	\$22,884	\$91,535

b. PERCENTAGE:

75%

25%

100 %

Section 9

APPROPRIATION OF NON-GRANTOR MATCHING FUNDS

County

Other

Close

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>

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Entering Information

WHOLE DOLLARS ONLY

BUDGET DESCRIPTION

Page 2

MATCHING FUNDS CATEGORIES			GRANTOR	CASH	TOTAL
PERSONNEL					
SALARIES	% of Time	Quantity			
Position Title	On Project				
Gang Investigator	100	1	\$20,250	\$6,750	\$27,000
Overtime			\$2,250	\$750	\$3,000
TOTAL SALARIES:			\$22,500	\$7,500	\$30,000

EMPLOYER CONTRIBUTIONS (Fringe Benefits)

% or Rate	X Base				
Social Security & Medicare (FICA)	7.65%	30000	\$1,721	\$574	\$2,295
Retirement	10.3%	30000	\$2,317	\$773	\$3,090
Worker's Compensation Insurance	4.23%	30000	\$952	\$317	\$1,269
Unemployment Insurance (on first \$7,000 only)		7000	\$75	\$25	\$100
Health Insurance			\$1,471	\$490	\$1,961
Dental Insurance			\$0	\$0	\$0
Pre-Retirement Death Benefit			\$0	\$0	\$0
Accident Death Benefit (Police Officers)			\$0	\$0	\$0
Other Employer Contributions (Itemize)			\$0	\$0	\$0
TOTAL EMPLOYER CONTRIBUTIONS:			\$6,536	\$2,179	\$8,715
TOTAL PERSONNEL:			\$29,036	\$9,679	\$38,715

CONTRACTUAL SERVICES:

(Itemize - DO NOT include professional fees for doctors, psychologists, etc.)

	\$0	\$0	\$0
TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$0

Navigation



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Page 4

BUDGET NARRATIVE

List items under each Budget Category heading. Explain exactly how each item in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided

ABC Check spelling ▼

Personnel:

Investigator: One Gang Investigator dedicated to the investigation of Gang cases for the Sample County Sheriff's Office and overtime.

Travel:

Mileage: Estimated 12,000 miles for the Investigator to carry out the duties of the job and to go to any approved training courses offered to enhance the job at .505 per mile.

Lodging: Hotel accommodations for the Gang Investigator to attend approved conferences and training.

Per Diem: Food for Gang Investigator while attending approved conferences and training.

Airline/Taxi/Shuttle: Travel services for the Gang Investigator to get to and from training.

Equipment:

Vehicle: (1) Four door sedan with light kit/siren/speakers, 800 MHz radio, cage, console, stripe/decals package and other accessories to be used by the Gang Investigator.

Portable Radio: (1) 800Mhz walkie talkie type radio to allow Investigator to have contact with Communications Division and other officers while away from the vehicle.

Computer System: To include printer, monitor, speakers, cables, scanner, etc. To be used by the Gang Investigator to do reports on Gang cases, investigative reports, keep logs of case statistics, and other

Attachments



GRANTS MANAGEMENT INFORMATION SYSTEM

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Title V 2011

Grant Number:

Application Number:

T09145

Version:

Original



Create Revision

County:

RICHLAND

Begin Date:

7/1/2009

Ending Date:

6/30/2010

Project Title:

Gang Investigator

Submitted Date:

Attachments:

0



Training Requests [0]

Edit Application

Submit Application

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Total number of attachments: 0

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Attachment Name	File Name	Date Uploaded
No attachments found.		

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File Name:

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The maximum size of the attachment that can be uploaded is 1.00 MB.

The maximum number of the attachments that can be uploaded is 10.

Application Folder After Entry



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JABG 2010

Grant Number:

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Training Requests [0]

Edit Application

Submit Application



Submit Application



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Grant Application Review Check List

In order to avoid common mistakes, applicants should answer the following questions when reviewing their completed application:

- ☐ Do the budget figures on pages 1-5 add up correctly?
- ☐ Are all sections of the application completed?
- ☐ Have you included the evaluation component?
- ☐ Are the objectives quantifiable?
- ☐ Is there a corresponding performance indicator for each objective?
- ☐ Do the data in the Needs Assessment/Problem Statement include the most current available? Are they specific to the target area?
- ☐ Do the last two pages include the names and addresses of the three required officials?
- ☐ If you are applying for a continuation, have you included detailed information about program progress and accomplishments to date?

Once you press SUBMIT, this application will not be available for changes.

You are requesting that this application be submitted for review.

Submit Application

Cancel

E-Mail Verification of Submission

**From: SCDPS-Grant Management Information System
Notification (Do Not Reply)**

**Subject: Office of Justice Programs - GMIS Application
Received**

Message:

This is to notify you that your "**Funding_Stream**" grant application "**Application_Number**" was received on "Date & Time ".

Please do not reply to this email. If you have questions, go to the **GMIS** home page and click on 'Comments or Questions.'

Application Folder After Submit



GRANTS MANAGEMENT INFORMATION SYSTEM

OFFICE OF JUSTICE PROGRAMS

OFFICE OF HIGHWAY SAFETY

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Formula Grant 2011

Grant Number:		
Application Number:	AG09001	
Version:	<input type="text" value="Original"/>	<input type="button" value="Create Revision"/>
County:	RICHLAND	
Begin Date:	7/1/2009	
Ending Date:	6/30/2010	
Project Title:	Gang Investigator	
Submitted Date:	10/28/2008 3:16:00 PM	
Attachments:	0	

Training Requests [0]

Review Application

Multiple Grants



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Grant#	Application #	Status	Department	Grantor	Match	Total	Submitted	
	AG09001	Locked - Submitted	Justice Assistance Grant Program 2009	0	0	0	10/28/2008 3:16:00 PM	
	T08485	Edit - Not Submitted	Justice Assistance Grant Program 2009					
	T08484	Edit - Not Submitted	Justice Assistance Grant Program 2009					
	T08435	Edit - Not Submitted	Project Safe Neighborhoods, 2008	0	0	0		
	T08358	Edit - Not Submitted	Victims of Crime Act (VOCA) 2008					
	T08002	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008					
	T08001	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008	66211	22070	88281		
	T07580	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008					
	T07579	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008	0	0	0		
	T07577	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008					
	T07576	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008					
	T07575	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008					
	T07574	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008					
	T07573	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008					
	T07572	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008					
	T07571	Edit - Not Submitted	Justice Assistance Grant (JAG) 2008					
	T07484	Edit - Not Submitted	Forensic Science 2007	0	0	0		
	T07483	Edit - Not Submitted	Anti-Gang Initiative 2007	0	0	0		
	T07482	Edit - Not Submitted	Project Safe Neighborhood 2007	0	0	0		
	T07481	Edit - Not Submitted	Anti-Gang Initiative 2007					
	T07470	Edit - Not Submitted	Forensic Science 2007	0	0	0		
	T07384	Edit - Not Submitted	Violence Against Women Act (VAWA) 2007	0	0	0		
	T07005	Edit - Not Submitted	Justice Assistance Grant (JAG) 2007	0	0	0		
	T06353	Edit - Not Submitted	JABG 2006	0	0	0		

Comments or Questions



**South Carolina
Department of
Public Safety**

**Office of Financial
Services**

Grants Accounting Staff

Valerie Hunter- Grants Accounting Manager

valeriehunter@scdps.net

803-896-8408

Peggy McBride- Senior Accountant

peggymcbride@scdps.net

803-896-8414

Courtney Dickey - Accounting Technician

courtneydickey@scdps.net

803-896-4807

Terms & Conditions

Responsible for all Terms and Conditions at the end of the grant, so please read before submitting.

Procurement and Travel

Visit the MMO website for estimates of budget
Items at:

[**http://www.state.sc.us/mmo**](http://www.state.sc.us/mmo)

Procurement and Travel

Travel

Basic Rule: Travel costs must be consistent with your agencies policies and procedures. In the absence of policies, or if state policy is more restrictive, follow state policy.

Procurement and Travel

Travel

Per Diem: Follow your policy, up to State limits.

	In State	Out of State
Breakfast	\$6	\$7
Lunch	\$7	\$9
Dinner	\$12	\$16
Per Day Limit	\$25	\$32

Procurement and Travel

Travel

Mileage

- a. Follow your policy, up to State limits.
- b. The state follows federal policy.
- c. Complete travel support document for reimbursement.

**Rate currently approved by the
Comptroller General is:**

\$0.50 per mile.

Procurement and Travel

Travel

Lodging

- a. Follow your policy, up to State limits.
- b. **The state now follows GSA rates.**
- c. Verify lodging rates on the GSA website at <http://www.gsa.gov> at the time of grant budget preparation.
- d. Note rates vary by location. If your location is not listed, **the default rate is \$70 per person, per night.**

Procurement and Travel

Travel

Lodging

e. Note the following clarification on travel related to training or conferences:

I. If the training or conference is held at a hotel, we will generally grant an exemption to the GSA rates to allow you to stay at the hotel.

II. Submit conference/training brochure evidencing the location of the conference and the lodging rate.

III Note this is not a guarantee, lodging is still subject to review and approval.

Review of Matching Requirements and Rules

Grant	Federal	Match
Title V	66%	34%
JJ Formula	100%	0%
JABG	90%	10%

Notes:

- Match is generally by line item.
- Each line of the RFP must show the proper Federal/Match split

Review of Matching Requirements and Rules

Sources of Cash Match:

- 1- Funds from States or local units of government that have a binding commitment for grant programs or projects.
- 2- Funds contributed from private sources.
- 3- Program income and the related interest earned on that program income generated from projects, with prior approval.

Grant Budget Preparation

Items to be included for the following categories:

Personnel Check with your HR person for updated salary and fringes

Contractual List each contract separately

Travel Vehicle mileage, per diem and lodging

Equipment Individual items \$1,000 and over

Other Items under \$1,000

Grant Budget Preparation

Notes on Other Category

1. Items to be included in this category:

- | | |
|----------------------------------|----------------------|
| a. Office Supplies and Materials | h. Office Rent |
| b. Utilities | i. Telephone |
| c. Maintenance | j. Software |
| d. Printing Cost | k. Registration Fees |
| e. Advertising | |
| f. Lease Agreements | |
| g. Indirect Cost | |

No Miscellaneous Allowed

Grant Budget Preparation

Notes on Other Category

2. Utilities:

a. Monthly costs should be budgeted accordingly.

Example: Telephone: \$50 per month X 12 Months =\$600

3. Standard Office supplies and materials cost may be recorded together.

a. Unique or costly items should be listed separately.

4. Indirect Cost:

a. Only state agencies are allowed to charge indirect cost.

b. State agencies must claim IDC as required by state law.



OFFICE OF JUSTICE PROGRAMS

JABG – Alternatives to Detention

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STATE OF SOUTH CAROLINA DEPARTMENT OF PUBLIC SAFETY JUVENILE JUSTICE PROGRAMS GRANT APPLICATION JABG – Alternatives to Detention

App # T02049

To Be Completed by Project Director

Section 1

County Name: Not selected



Title V- 10/1/11-9/30/12

JABG- 4/1/11-3/31/12

JJ Formula- 10/1/11-9/30/12

Section 2

Grant Period: One Year

Begin: 4/1/2004

End: 3/31/2005

Section 3

Section 3

Project Title: School Resource Officer

Descriptive of task to be accomplished

Section 4

Project Summary: To provide a full time SRO to Grant High School

Section 5

Type of Application

Initial or Continuation

a.

Initial

b. Year of Funds :

1st

Other:(Specify)

c.

Reimbursable

Always Reimbursable

Include names of counties served if more than 1

Section 6

a. Organization Type :

County

State, City, County, or Other Agency

Other:(Specify)

b. U. S. Congressional District

1-6

Section 7

FEIN: 576000000

Agency Name Grant County Sheriffs Office

Address 200 Rural Road

City Grant

State SC

Implementing Agency Information

- **Summary of pages 2&3; complete those first**
- **Use whole dollars only**

a. BUDGET CATEGORIES

GRANTOR

AGENCY MATCH

TOTAL

Personne

\$31.545

\$3.505

\$35.050

Contractual Services

\$0

\$0

\$0

Travel

\$1.809

\$201

\$2.010

Equipment

\$29.520

\$3.280

\$32,800

Renovation/Construction

\$0

\$0

\$0

Other

\$6.764

\$752

\$7.516

TOTAL:

\$69.638

\$7.728

\$77.376

b. PERCENTAGE:


90 %

10%

100%

For the construction of a permanent juvenile corrections facility, cash match must equal 50% of total program cost. Otherwise, cash match must equal 10% of total program cost.

APPROPRIATION OF NON-GRANTOR MATCHING FUNDS

County 

Other (Explain):

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JABG – Alternatives to Detention

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WHOLE DOLLARS ONLY

BUDGET DESCRIPTION

Page 2

			MATCHING FUNDS		In-Kind N/A	TOTAL
CATEGORIES	GRANTOR	CASH				
PERSONNEL						
SALARIES						
Position Title	On Project	Quantity				
SRO	100	1	100%, 90%, or 66%	0%, 10%, or 34%		\$4,000
Overtime		1	\$4,500	+	\$500	= \$5,000
			\$0		\$0	\$0

Percent of time
on project
should be 100%

Annual Salary

[Add New](#)

File Edit View Favorites Tools Help

SALARIES

Position Title

% of Time
On Project

Quantity

SRO	100	1	\$19,800	\$2,200	\$22,000
Overtime		1	\$4,500	\$500	\$5,000
			\$0	\$0	\$0

Add New

Totals

TOTAL SALARIES:

\$24,300

\$2,700

\$27,000

List each position separately

EMPLOYER CONTRIBUTIONS (Fringe Benefits)

Employer's Social Security	\$1,100	\$0	\$1,100
Employer's Medicare	\$2,500	\$270	\$2,770
Employer's Unemployment Insurance	\$1,000	\$110	\$1,110
Employment Insurance (FICA) (Self)	\$0	\$0	\$0
Health Insurance	\$1,200	\$270	\$1,470
Dental Insurance	\$0	\$0	\$0
Life Insurance (Group Term)	\$0	\$0	\$0
Voluntary Health Benefit (Paid Through)	\$0	\$0	\$0
Other Employer Contributions (Specify)	\$0	\$0	\$0
TOTAL EMPLOYER CONTRIBUTIONS	\$7,300	\$650	\$7,950
TOTAL PERSONNEL	\$31,500	\$3,350	\$34,850

EMPLOYER CONTRIBUTIONS (Fringe Benefits)

	Grantor	Cash	Total
Social Security & Medicare (FICA)	\$1,859	\$207	\$2,066
Retirement	\$2,503	\$278	\$2,781
Worker's Compensation Insurance	\$1,028	\$114	\$1,142
Unemployment Insurance (on first \$7,000 only)	\$90	\$10	\$100
Health Insurance	\$1,765	\$196	\$1,961
Dental Insurance	\$0	\$0	\$0
Pre-Retirement Death Benefit	\$0	\$0	\$0
Accident Death Benefit (Police Officers)	\$0	\$0	\$0
Other Employer Contributions (Itemize)	\$0	\$0	\$0
TOTAL EMPLOYER CONTRIBUTIONS:	\$7,245	\$805	\$8,050
TOTAL PERSONNEL:	\$31,545	\$3,505	\$35,050
	a	b	c

Total of Salaries and Fringes, record on summary page

CONTRACTUAL SERVICES:

(Itemize DO NOT include professional fees for doctors, psychologist, etc.)

	\$0	\$0	\$0
Add New			
TOTAL CONTRACTUAL SERVICES	\$0	\$0	\$0

Section 8

BUDGET

Use whole dollars only (For example: \$1,500 not \$1,500.00)

a. BUDGET CATEGORIES

	GRANTOR	AGENCY MATCH	TOTAL
Personnel	\$31,545 a	\$3,505 b	\$35,050 c

From page 2, Total Personnel

a

b

c

Note professional services are listed in the “Other” category

CONTRACTUAL SERVICES:

(Itemize DO NOT include professional fees for doctors, psychologist, etc.)

Grantor

Cash

\$0	+	\$0	=	\$0
-----	---	-----	---	-----

Add New

Totals

TOTAL CONTRACTUAL SERVICES

\$0	d	\$0	e	\$0	f
-----	----------	-----	----------	-----	----------

**List each
contract
separately**

Contractual Services

\$0

d

\$0

e

\$0

f

From page 2, Total Contractual

Note: Separate in-state and out-of-state

TRAVEL:

Indicate purpose and show basis of computation

(Itemize-include mileage, airline cost, lodging, per diem, parking, car rental)

Mileage:3,000 Miles @ .30 Per Mile X 1 Officer

Lodging:\$70Per Night X 5 Nights X 1 Officer

Per Diem:\$32 Per Day X 5 Days X 1 Officer

Add New

Grantor

Cash

Total

\$1,350

+

\$150

=

\$1,500

\$315

\$35

\$350

\$144

\$16

\$160

Totals

TOTAL TRAVEL:

\$1,809

g

\$201

h

\$2,010

i

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Travel

\$1,809

g

\$201

h

\$2,010

i

From page 2, Total Travel

A diagram consisting of three black arrows originating from a central white box with red text. The arrows point to the rightmost characters of three budget items: 'g' in '\$1,809', 'h' in '\$201', and 'i' in '\$2,010'.

Equipment: Total cost including tax of \$1,000 or more, and a useful life of at least 1 year

JABG – Alternatives to Detention

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USE WHOLE DOLLARS ONLY

BUDGET DESCRIPTION

Page 3

Itemize by description, quantity, and unit price

MATCHING FUNDS

CATEGORIES

GRANTOR CASH

In-Kind
N/A

TOTAL

EQUIPMENT (\$1,000 or more per Unit):

(Itemize - DO NOT USE BRAND NAME. - Also, DO NOT include leased or rented items)

ITEM

QUANTITY

Vehicle and Accessories	1	\$21,600	+	\$2,400	=	\$24,000
800 MHz Radio	1	\$4,500		\$500		\$5,000
Computer System	1	\$3,420		\$380		\$3,800

Add New

Totals

TOTAL EQUIPMENT:

\$29,520 **j** \$3,280 **k** \$32,800 **l**

g h i

Equipment	\$29,520	j	\$3,280	k	\$32,800	l
-----------	----------	---	---------	---	----------	---

From page 3, Total Equipment

Other (Itemize)

Grantor

Cash

Total

Digital Camera	\$899	+	\$100	=	\$999
Video Camera	\$899		\$100		\$999
Bullet Proof Vest	\$540		\$60		\$600
Law Enforcement Accessories	\$540		\$60		\$600
Desk and Chair (1 each)	\$630		\$70		\$700
Beeper	\$232		\$26		\$258
Cell Phone and Service	\$324		\$36		\$360
Office Supplies	\$270		\$30		\$300
Registration Fees	\$1,440		\$160		\$1,600
Handgun (1)	\$450		\$50		\$500
Clothing Allowance	\$540		\$60		\$600

Totals

TOTAL OTHER:

\$6,764

m

\$752

n

\$7,516

o

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BUDGET

Use whole dollars only. For example, \$1,234,567.89

BUDGET CATEGORY (e.g., Personnel, Materials)

Personnel \$20,548

\$3,500

\$6,000

Contractual Services

\$0

a

\$0

b

\$0

c

Travel

\$0

d

\$0

e

\$0

f

Equipment

\$0

g

\$0

h

\$0

i

Professional Services

\$0

j

\$0

k

\$0

l

Other

\$0

m

\$0

n

\$0

o

TOTAL:

\$69,638

\$7,728

\$77,376

m

n

o

From page 3, Total Other

Section 8

BUDGET

Use whole dollars only (For example: \$1,500 not \$1,500.00)

a. BUDGET CATEGORIES	GRANTOR	AGENCY MATCH	TOTAL
Personnel	\$31,545 a	\$3,505 b	\$35,050 c
Contractual Services	\$0 d	\$0 e	\$0 f
Travel	\$1,809 g	\$201 h	\$2,010 i
Equipment	\$29,520 j	\$3,280 k	\$32,800 l
Renovation/Construction	\$0	\$0	\$0
Other	\$6,764 m	\$752 n	\$7,516 o
TOTAL:	\$69,638	\$7,728	\$77,376

b. PERCENTAGE:

90 %

10 %

100 %

For the construction of a permanent juvenile corrections facility, cash match must equal 50% of total program cost. Otherwise, cash match must equal 10% of total program cost.

Totals. Should calculate to percentages shown.

Section 9

APPROPRIATION OF NON-GRANTOR
MATCHING FUNDS

County

Other (Explain):

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Grant Budget Preparation

Notes on Budget Narrative

1. The Budget Narrative should be used to explain why the items listed in the budget are needed.
2. Show each budget category, and provide detailed explanations for each line item.
3. Do not provide dollar amounts in the narrative.
4. Pay special attention to unusual items, or increases from year to year. Provide additional details.



OFFICE OF JUSTICE PROGRAMS

JABG – Alternatives to Detention

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BUDGET NARRATIVE

List items under each Budget Category heading. Explain exactly how each item in your budget (both grantor and match) will be utilized. It is important that the necessity of these items, as they relate to the operation of the project, be established. Dollar amounts DO NOT have to be provided

PERSONNEL:

Salary, Fringe Benefits and Overtime. For one officer.

TRAVEL:

Mileage: Estimated mileage of 3,000 miles for the SRO at .30 cents per mile. These miles will be traveled to carry out the duties of the job and to go to any training courses offered to enhance the job.

Lodging and Perdiem: As needed with prior approved training courses for the officer

EQUIPMENT:

Vehicle: (1) Four door sedan with accessories to include light bar, siren, radio, striping and cage to be used by the SRO to fulfill their duties

Computer System: (1) Laptop computer and printer to allow the SRO to maintain files and prepare necessary paperwork required by the Sheriff's Office

Note this does not apply to State Agencies

JABG 2005

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GRANT NO. 1JS05001

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ACCEPTANCE OF AUDIT REQUIREMENTS

PLEASE NOTE: State Agencies whose annual audit is covered by the State Auditor's office do not have to complete this form.

Your fiscal year dates.

We agree to have an audit conducted in compliance with OMB Circular A-133, whichever is applicable. If a compliance audit is not required, at the end of each audit period we will certify in writing that we have not expended the amount of federal funds that would require a compliance audit (\$300,000). If required, we will forward for review and clearance a copy of the completed audit(s), including the management letter if applicable, to:

Stephen Fulmer, Manager
Accounting - Grants
S.C. Department of Public Safety
P.O. Box 1993
Blythewood, SC 29016

The following is information on the next organization-wide audit which will include this agency: (Use your Agency's fiscal year)

1. *Audit Period: Beginning July 1, 2006 Ending June 30, 2007
2. Audit will be submitted to Accounting - Grants by: August 1, 2007
(Date)

NOTE: The audit or written certification must be submitted to Accounting - Grants, S.C. Department of Public Safety, no later than the ninth month after the end of the audit period.

Additionally, we have or will notify our auditor of the above audit requirements prior to performance of the audit for the period listed above. We will also ensure that, if required, the entire grant period will be covered by a compliance audit which in some cases will mean more than one audit must be submitted. We will advise the auditor to cite **specifically** that the audit was done in accordance with OMB Circular A-128 or OMB A-133 or in compliance with generally accepted accounting principles in accordance with the Government Auditing Standards, whichever is applicable.

Any information regarding the OMB Circular audit requirements will be furnished by Accounting - Grants, S.C. Department of Public Safety, upon request.

***NOTE: The Audit Period is the organization's fiscal or calendar year to be audited.**

Failure to complete this form will result in your grant award being delayed and/or cancelled.

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Address to send audit report to

Note: Audit reports can be sent via email, contact us for information.

\$500,000

Include any Management Letters issued

No more than 9 months after the end of your fiscal year

CERTIFICATION BY PROJECT DIRECTOR *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

(Please use the distinct
name fields below) Name:

Prefix: Mr.

First Name: I

Middle Name: Will

Last Name: Accept

Suffix:

Title: Sheriff

Agency: Grant County Sheriff's Office

Mailing Address: 200 Rural Road

City: Grant

State: South Carolina

10 Digit Zip: 29000-5632

Phone Number: 803-787-0000

Fax Number: 803-787-1111

Project Director:

- A person with direct involvement in the project
- Knowledge of programmatic and fiscal matters
- Primary contact person

**We will send
correspondence
to this address**

**We will contact you at
these numbers**

CERTIFICATION BY FINANCIAL OFFICER *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subarantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

(Please use the distinct
name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Agency:

Mailing Address

City:

State:

10 Digit Zip:

Phone Number:

Fax Number:

Financial Officer:

-Handles the agencies fiscal matters.

-Sufficiently skilled to advise the agency in compliance with the grant's fiscal requirements.

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JUVENILE JUSTICE PROGRAMS GRANT TERMS AND CONDITIONS

NOTE: THE GRANT TERMS AND CONDITIONS MUST BE SUBMITTED WITH GRANT APPLICATION

GRANT NO.

CERTIFICATION BY OFFICIAL AUTHORIZED TO SIGN *

I certify that I understand and agree to comply with the general and fiscal terms and conditions of this application including special conditions; to comply with provisions of the Act governing these funds and all other federal laws; that all information presented is correct; that there has been appropriate coordination with affected agencies; that I am duly authorized by the Applicant to perform the tasks of Project Director as they relate to the terms and conditions of this grant application; that costs incurred prior to grant approval may result in the expenses being absorbed by the subgrantee; and, that the receipt of grantor funds through the State Funding Agency will not supplant state or local funds.

(Please use the distinct name fields below) Name:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Title:

Official Authorized to Sign:
-Has the authority to commit agency funds.
-Has the authority to commit the agency to all Terms and Conditions.



Grant Budget Reminder

Have someone review and calculate
your budget before submitting!
Deadlines to apply for:

JABG- December 10, 2010

JJ Formula – March 11, 2011

Title V - March 11, 2011





Grants Accounting Staff

Valerie Hunter- Grants Accounting Manager

valeriehunter@scdps.net

803-896-8408

Peggy McBride- Senior Accountant

peggymcbride@scdps.net


803-896-8414

Courtney Dickey - Accounting Technician

courtneydickey@scdps.net

803-896-4807



Two stylized pink hands with black outlines are positioned on either side of a central grey rectangular sign. The hands are open, with fingers slightly spread, as if holding or presenting the sign. The background is a solid blue color with a fine grid pattern. At the bottom of the image, there are curved bands of light blue and green, suggesting a horizon or a stylized landscape.

***Please
remember to
complete the
workshop
evaluation in
your packet.***

**Thank
You !!!**



Office of Justice Programs

Available Grant Programs



<u>Grant Program</u>	<u>Application Due Date</u>	<u>Expected Award</u>	<u>Approx. Award Date</u>	<u>Grant Period</u>
JJ JABG	December 10, 2010	\$700,000	March 2011	April 1, 2011 to March 31, 2012
JJ Formula	March, 11 2011	\$600,000	August 2011	October 1, 2011 to Sept. 30, 2012
JJ Title V	March, 11 2011	\$85,000	August 2011	October 1, 2011 to Sept. 30, 2012